

## Employment Opportunity

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8802 27th Ave NE, Quil Ceda Village, WA 98271  
Office: 360-716-5000 • [www.QuilCedaVillage.org](http://www.QuilCedaVillage.org)



Quil Ceda Village  
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**JOB TITLE:** Clinical Supervisor

**DEPARTMENT:** Quil Ceda Creek Counseling Company (QCCCC)

**JOB DESCRIPTION:** The Clinical Supervisor manages all clinical aspects of an out-patient-based substance abuse treatment program by directing, supervising, and monitoring the work of clinical staff in the provision of substance abuse treatment services for assigned clients. The Clinical Supervisor provides individual therapy, treatment planning, case management, client advocacy, counseling, and crisis intervention and provides, coordinates, and arranges for group therapy services for program participants.

**TO APPLY:** Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

*NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.*

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**EMPLOYEE CLASSIFICATION:** Exempt

**EMPLOYEE REPORTS TO:** QCCCC Administrator/Sponsor

**EMPLOYEE SUPERVISES:** Substance Use Disorder Professionals, Licensed Mental Health Counselor, and Social Worker/Peer Support.

**EDUCATION:**

- Bachelor's degree in Human Services, Substance Use, Counseling from an accredited college or university. This requirement may be waived for a minimum of five (5) years of successful experience in the field of substance use disorder.
- Possess current Certification as a Substance Use Disorder Professional and Mental Health Counselor pursuant to applicable Washington State law.
- Master's degree in a relevant field is preferred.

**SKILLS:**

- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally.
- Knowledge of HIPAA and PHI requirements.
- Knowledge of common office and administrative procedures.

#### EXPERIENCE:

- Must have five (5) or more years working as a Substance Use Disorder Professional.
- Must have at least five (5) years of Clinical Supervisory experience.

#### OTHER REQUIREMENTS:

- WA State Driver's License and must adhere to the Motor Vehicle Regulation.
- CPR, First Aid certification required.
- BBP (Bloodborne Pathogens) certification required.
- TB test required.
- Must provide proof of COVID vaccination.
- Must provide proof of agency supervisory training or signed attestation to supervisory experience according to WAC 246-811-049.
- Employment is contingent upon successful completion of a pre-employment background check.

#### PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to work in a cross-culture environment and understands the social and cultural context of the patients at the QCCCC, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
- Ability to prioritize multiple tasks with frequent interruptions.
- Ability to provide excellent customer service.
- Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.

#### SPECIFIC JOB PERFORMED:

- Collaborates with the Administrator/Sponsor and Substance Use Disorder Professionals to determine continuum of care for program participants.
- Directly, and through subordinate staff, coordinates assignments and directs the assessment of all newly arrived patients, supervises counseling staff in scheduling patients into treatment activities, and monitors and evaluates clinicians in the performance of their duties to ensure full compliance with WAC 388-877.
- Provides supervision of Substance Use Disorder Professional trainees, interns, and volunteers in accordance with WAC 388-877 and WAC 246-811 as required.
- Reviews and approves all clinical documentation (treatment progress, treatment plans, and client coordination of care plan) and conducts regular quality assurance and quality improvement reviews to ensure that all appropriate record-keeping is performed on a timely basis.
- Provides ongoing client assessment to identify changing needs pertaining to the individual and family treatment and development strategy.
- Conducts regular staff meetings for all clinical personnel to discuss matters pertaining to treatment issues, policies and procedures, case management, and staff relations.
- Maintains established performance and conduct standards in accordance with organizational expectations.

- Prepares written performance evaluations annually for counseling staff in collaboration with the Administrator/Sponsor.
- Advises the Administrator/Sponsor on specific training needs of clinical staff members and recommends an appropriate course of action.
- Monitors the Substance Use Disorder Professional's implementation of a problem-oriented records system by periodically spot-checking case files from each SUDP.
- Identifies areas of need with the Quil Ceda Creek Counseling Company and provides sound recommendations to maximize efficiency.
- Provides oversight, supervision, and quality assurance of all mental health services including record keeping and direct services.
- Reviews treatment plans, case notes, and written correspondence to verify that such documents meet appropriate regulatory agencies.
- Coaches' mental health professionals as necessary in treatment protocols, diagnostic and comprehensive biopsychosocial assessment of mental illness, and co-occurring disorders, interpretation, and formulation of service delivery.
- Provides guidance and direction to behavioral health staff on clinical intervention strategies, treatment planning, group therapy dynamics, and behavioral health screenings as necessary for excellent service delivery standards at the Quil Ceda Creek Counseling Company.
- Performs other duties as assigned.

#### TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

**Disclaimer:** The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.